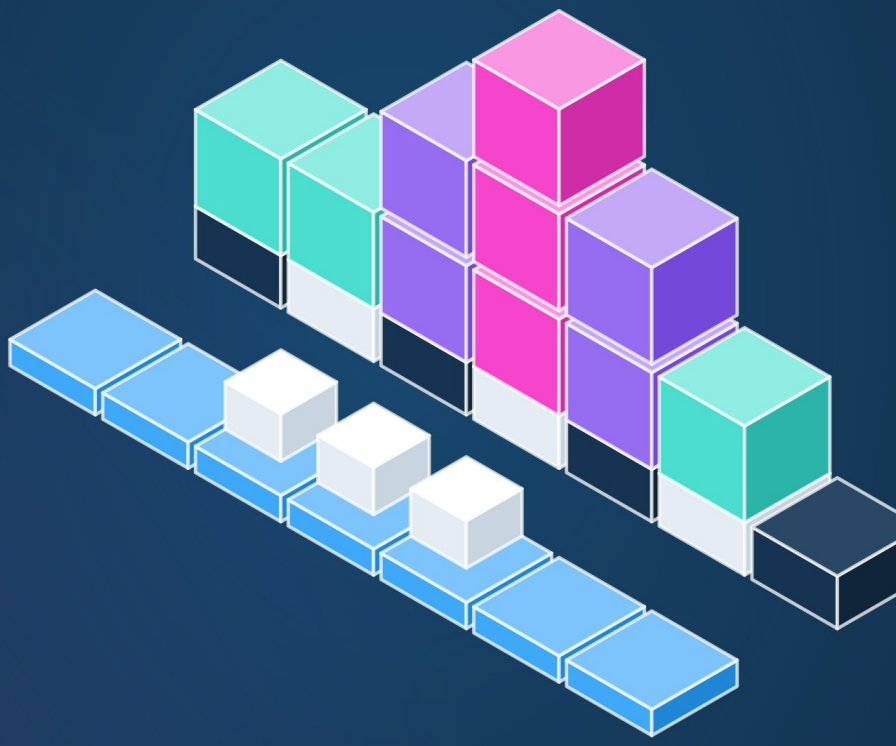
OPERATIONS INSIDER

LEAN · OPERATIONS · LEADERSHIP

THE MANAGER'S FMEA AND CONTROL PLAN QUICK START CHECKLIST

Score one process FMEA in one hour, with evidence you can point at.



ANALYZE. PRIORITIZE. ACT. CONTROL.

START HERE

How to Use This Check

One process and its FMEA, one hour with the process engineer and the quality engineer, twenty-five statements, one number.

01 LOOK	02 SCORE	03 ACT
Open the real documents: the FMEA, the process flow chart, the control plan, the action list and the last three complaints of the process.	Score each statement from 0 to 4. Without a document, a date or a signature you can point at, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not consistent across processes or products.
3	Mostly in place and visible in the documents.
4	Consistently in place, visible, reviewed and improved.

WHY FMEA

A failure that is found on paper costs an hour of discussion. The same failure found at the customer costs a complaint, a sorting action and trust. The FMEA moves the finding to the cheapest possible moment, and the control plan keeps it there.

Before You Start

- **Scope:** one process with its own FMEA, ideally one that is new, was changed or caused a complaint in the last twelve months.
- **Evidence:** the FMEA with its change history, the control plan at the station, the action list and the complaint records.
- **Tone:** you check the method, not the engineer. Ask what the team would need to do it properly.

THE CHECK

01 Scope and Team

NO.	CHECK	SCORE 0 TO 4
01	Every new or changed process gets an FMEA that starts before tools and equipment are ordered, with a written scope and a due date.	
02	The FMEA has one named owner, and the team includes process engineering, quality, production, maintenance and an operator or setter.	
03	A trained moderator leads the sessions, and sessions last no longer than two hours.	
04	Complaints, scrap data and lessons from comparable processes are on the table in the first session.	
05	Rating guides for severity, occurrence and detection are agreed in writing, with examples from your own products.	

02 Structure and Functions

NO.	CHECK	SCORE 0 TO 4
06	The process is broken down into steps that match the process flow chart, with the same numbers in every document.	
07	For each step the work elements are listed: machine, person, material and environment.	
08	Each step has a written function with a measurable requirement, such as a dimension, a force or a pressure with tolerance.	
09	Product and process characteristics from the drawing and the specification are assigned to the step that creates them.	
10	The team has seen the process or a comparable one on the shop floor before the analysis starts.	

THE CHECK

03 Failures and Ratings

NO.	CHECK	SCORE 0 TO 4
11	Every failure is written as a chain of failure mode, effect and cause, and the cause is specific enough to act on.	
12	Effects are described for the next process step, the customer plant and the end user, and the worst one sets the severity.	
13	Current prevention and detection controls are written down for each cause before occurrence and detection are rated.	
14	Occurrence ratings are based on data from comparable processes where such data exists, not on opinion.	
15	Ratings are made by the team with the rating guide open, and a severity of 9 or 10 is never lowered by a control.	

04 Actions and Priority

NO.	CHECK	SCORE 0 TO 4
16	Priorities are set with a written logic that weighs severity first, then occurrence, then detection, not with a single multiplied number.	
17	Every cause with high priority has an action with an owner and a date, or a written reason signed by management.	
18	Actions aim at prevention first and remove or reduce the cause before a check is added.	
19	Ratings are changed only after the action is in place and its effect is shown with evidence.	
20	Open actions are reviewed in a fixed rhythm, and overdue actions are escalated.	

THE CHECK

05 Control Plan and Living Document

NO.	CHECK	SCORE 0 TO 4
21	Every prevention and detection control in the FMEA appears in the control plan with method, sample size, frequency and reaction.	
22	Characteristics with a severity of 9 or 10 are marked as special characteristics in the FMEA, the control plan and the work instruction.	
23	Each control plan line has a reaction plan that tells the operator what to do with the parts and the process when the check fails.	
24	The FMEA and the control plan are updated after every process change, complaint and new failure, and the change history shows it.	
25	A layered audit checks at least once a month that the controls in the control plan are carried out at the station.	

Your Result

BLOCK	POINTS	OUT OF
01 Scope and Team		20
02 Structure and Functions		20
03 Failures and Ratings		20
04 Actions and Priority		20
05 Control Plan and Living Document		20
TOTAL		100

YOUR RESULT

Read the Number

The total tells you whether your FMEA is a filed form or a working tool. The weakest block tells you where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	A form. The FMEA is written by one person for the customer file, after the process is built.	Name an owner and a team. Start the next FMEA before the equipment is ordered.
40 to 59	A list. Failures are collected and rated, but ratings are opinions and actions are rare.	Agree rating guides with examples. Give every high priority an action.
60 to 79	A method. Structure, functions, failures and actions are done by a team.	Link every control to the control plan. Write reaction plans.
80 to 100	A living system. The FMEA drives the controls and learns from every failure.	Hold the level. Build a base FMEA per process family.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check after three months and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
FMEA AND CONTROL PLAN STARTER KIT	The guide for the first process FMEA in 30 days, plus the FMEA worksheet in Excel with rating guides, action priority by formula and an action list.
FMEA AND CONTROL PLAN EXCELLENCE BUNDLE	The full playbook for all seven steps, a two-day workshop pack, six templates, the Excel system with linked control plan, change history and audit, and a workshop deck.

Both are available at operationsinsider.com.